

MOHAMMED ABDUL BASITH

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OBJECTIVE

Seeking for a **GR / HR** related job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

PROFESSIONAL EXPERIENCE

Administrator - Government Relations.

Gulf Marketing Group – Sun and Sand Sports L.LC
Oud Metha Road, Bur Dubai
Dubai, UAE
November 2013 – Present

Job responsibilities:

- Typing applications for Government Departments such as Immigration, Medical, Tasheel, Ministry of labor, Dubai health authority.
 - JAFZA, DMCC, DSOA & TECOM Visa processing and Access Cards.
 - DHA Visa medical & Occupational health card.
 - Ednrd, Gdrfa & eVISION- Dubai immigration works (visa stamping new, renew etc...)
 - Emirates ID New & Renewal.
 - Follow up/ collect required documents from staff for new/visa renewal purpose.
 - Assisting the GR team during the visa process
 - To give support and assist the personnel Manager and the GR department.
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Visa Typist

Explore Documents Clearing Services.
Dubai, UAE
2011 OCT- 2013 OCT

Job responsibilities:

- Typing and clearing the documents of various government departments such as Immigration, Medical, Tasheel, ministry of labor, Emirates ID and municipality.
- Drafting and preparing letters, documents and statements in English and Arabic.
- Dealing customers and assisting them through providing the best possible solutions for the problems, they come across.
- Supervising office and customer related works.

CERTIFICATIONS

- *Diploma in computer hardware and networking.*
- *Plus Two-Humanities (Board of Higher Secondary in Kerala)*

SKILLS

- Have excellent communication & interpersonal skills.
- Highly motivated and target oriented,
- Ability to work in team and different environments.
- Fast learner. Adapt well to changes and pressures in workplace.
- Work effectively with diverse groups of people.
- Friendly with an upbeat attitude.
- Ambitious and committed to excellence.
- Sincere with a high level of Integrity.

PERSONAL INFORMATION:

Date of birth : 17/05/1993
Sex : Male
Nationality : Indian
Marital status : Married
Passport No : J9716630
Passport expiry : 11/08/2021
Visa status : Employment – **Transferable**

Languages Known : English, Hindi & Malayalam

DECLARATION

I hereby acknowledge that all the information furnished above is true and best of my knowledge.

MOHAMMED ABDUL BASITH.